PERMIT CHECKLIST

Questions? Call our main office at 980-484-4997

1. **Zoning Permit**: *(Need before picking up full Septic Tank Approval and getting the Building Permit.)*

☐ Zoning: $60, Good for 1 year.
☐ Other: ________________________________

2. **Environmental Health Permit**:

☐ Existing Septic Inspection: $175, Good for 6 months.
☐ “PERC” Test (No septic yet): $450, Good for 5 years.

3. **Residential Building Permit**: *(Pole Buildings require engineer drawings.)*

*Fees as of July 1, 2022

Depending on whether you are building a house or purchasing a mobile home, the following items will be required to obtain a permit.

**Building a new home, addition or Modular Construction.** You will need the following:

☐ A copy of your Environmental Health Authorization to Construct.
☐ Zoning permit if required
☐ Subcontractors and their license numbers
☐ Lien Agent information obtained from [www.liensnc.com](http://www.liensnc.com) if the job is over $30,000.
Permits may be issued to the homeowner, but the NC General Statutes require that the homeowner occupy the home for a minimum of 12 months after the certificate of Occupancy is issued. Also, will have to fill out a homeowner’s exemption affidavit. It is advisable to have your building contractor obtain your permit.

**For Mobile Homes** please refer to our Mobile Home permit Information at [www.clevelandcounty.com](http://www.clevelandcounty.com) under the Building Inspections department page.

**Fees (as of July 1, 2022)**

- Single Family Dwelling: Fee is based on Size-
  - Finished Space: Finished square footage x .87 x .548
  - Unfinished Space: Unfinished square footage x .87 x .548 x .25

- Double or Single Wide Manufactured Home: $300
- Accessory Structure, under 400 Sq. Ft.: $125
- Accessory Structure, over 400 Sq. Ft.: $200
- Swimming Pool: $125
- Other: ________________________________